

## Ally Communication Kit

To facilitate the addition of Ally to your courses, I have included the following items:

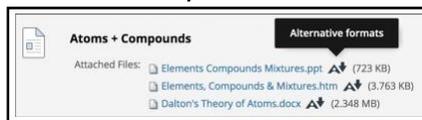
1. An example Announcement that you can tweak and send to your students
2. An optional statement to include in your syllabi about Ally
3. Suggestions on how to support student use of Ally
4. Bb Ally Help Course Menu suggestions

### 1. Example Announcement

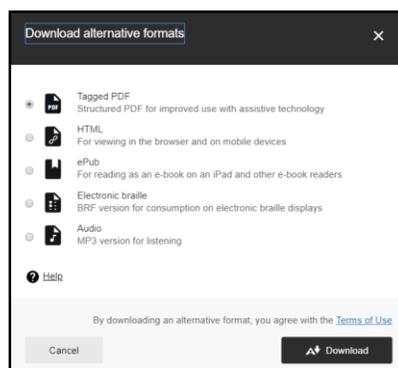
Hello Students,

Alternative formats can benefit everyone, not just a select group of students. For example, audio files allow you to listen to course materials. This can help if you prefer to listen when learning. You can even listen while you are doing laundry or driving in the car!

MSU and Blackboard are now offering students the option to download and utilize alternative formats for many of the items available within your courses. Alternative formats include Tagged PDFs, HTML, ePub (eBook), electronic braille and audio (mp3) versions. When these formats are available they will be indicated by the “A” icon as show here:



Click the “A” icon to see the alternative formats available. Choose the format you wish to download and click the Download button.



These alternative formats can help all students! Not sure which format to use? [Check out all the options.](#)

If you have any questions about Alternative Formats, contact [Chris Gonnella](#). You may also check out the **Alternative Format Help** link in the Course Menu for more details.



## Ally Communication Kit (continued)

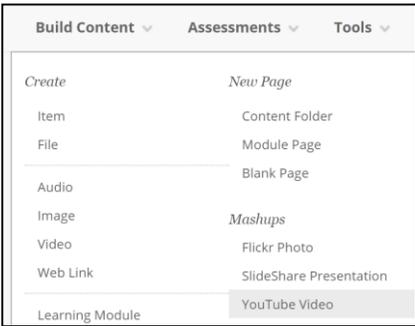
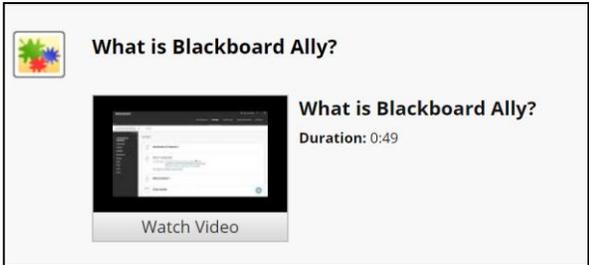
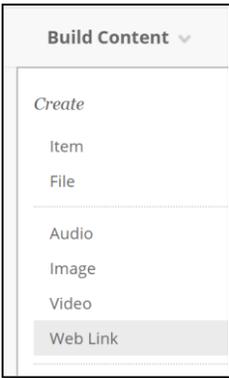
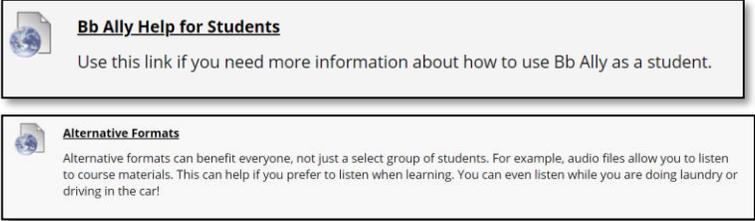
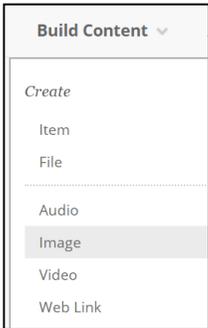
To facilitate the addition of Ally to your courses, I have included the following items:

1. An example Announcement that you can tweak and send to your students
2. An optional statement to include in your syllabi about Ally
3. Suggestions on how to support student use of Ally
4. Alternative Format Help Course Menu suggestions

Communication Kit continued	
2. Optional Syllabus Statement	<p><b>Blackboard Alternative Formats</b></p> <p>Blackboard is now offering alternative format options for content in your courses. You can download course content in formats that work best for you. Alternative formats include Tagged PDFs, HTML, ePub, electronic braille and audio (mp3) versions.</p>
3. Suggestions on how to support student use of Ally.	<ol style="list-style-type: none"><li>1. Through the Announcements feature, encourage students periodically to check out alt formats. For example, "Dear Students: Don't forget to utilize the alternative format option in this course! Try downloading an audio file and see if listening to it helps you study! We all learn in different ways."</li><li>2. Survey students for feedback on Ally at the end of the semester. I will create a brief Qualtrics survey for you and send you the link.</li></ol>

## Ally Communication Kit: Bb Ally Course Menu Configuration and Content

The following screen shots demonstrate suggestions on how to manage Bb Ally in your course.

<p>4. An example of how to add Bb Ally information into your course menu.</p>	
<p>Add the video, What is Blackboard Ally? Using the Mashup tool</p> 	
<p>Add a web link.</p> 	 <p>Suggestion for text in the Alternative formats link description:</p> <p>Alternative formats can benefit everyone, not just a select group of students. For example, audio files allow you to listen to course materials. This can help if you prefer to listen when learning. You can even listen while you are doing laundry or driving in the car!</p>
<p>Upload the “Which format Should I Use?” image.</p> 	<p>You can find this image on the <a href="#">Bb Ally Help page</a> of the MSU website. Right-click to download, save, then upload into Bb.</p> 